

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number 629-53200		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) PRC Social Work Specialist				
3. Division Prevention and Protection Services		12. Proposed Class Title				
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Kansas Protection Report Center		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
City Wichita County Sedgwick		16. Audit Date: By: Date: By:				
7. (circle appropriate time) Full time x Perm. x Inter. Part time Temp. %	17. Audit Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time) FROM: AM/PM To: AM/PM						

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position is part of the Kansas Protection Report Center (KPRC). The primary responsibility for completing the Initial Assessment and screening decisions on child protective service and adult protective service intakes to determine the agency response. The social worker completing the Initial Assessment or screening decisions must have knowledge of DCF policy and procedure, Child in Need of Care statutes, Adult Protective Service statutes, social work practice, the ability to research DCF internal systems and accurately document decisions while adhering to strict time lines. Contacts are made internally and externally, therefore collaboration, communication and high quality written and verbal skills are required. This position is essential to DCF protecting children and vulnerable adults.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1. 20%	E	Reviews reports of children and adult victims received by KPRC Administrative Specialist intake workers to assure accuracy and completeness of the intake process. Provides training and feedback to intake workers, new PRC employees and social work students in order to assure uniform processing of intakes. This includes identifying additional training needs and policy or procedure revisions based on knowledge of intake processing and consultation with investigative staff and supervisors.
2. 40%	E	Completes Initial Assessments or screening decisions on intakes received to make a preliminary assessment of safety based on information obtained in the intake process. Decisions are made regarding acceptance of cases for assessment and assignment of response time based on PPS Policy and Procedures. Adhere to agency expectations regarding completion of work and meeting agency outcomes of timeliness
3. 15%	E	Gathers additional information needed to make initial assessment or screening decision from collateral contacts including, but not limited to, schools, law enforcement officers, physicians, other state agencies and other social service agencies within and outside of Kansas. Gathers available agency information on current or past involvement with DCF or other agency services.
4. 15%	E	Attends individual conferences with the supervisor, unit meetings and other team meetings as required. Attends training as required or recommended and approved by supervisor for the purpose of learning and improving relevant skills and knowledge. Consults with supervisor or designee when needed to determine appropriate disposition of problematic cases.
5. 10%	M	Perform other duties that will assist the agency as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ☐ () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ☐ () Plans, staffs, evaluates, and directs work of employees of a work unit.
- ☐ () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- (x) Loss of life, disruption of operations of a major agency.

Please give examples.

Inadequate assessment of abuse/neglect reports could lead to the report not being investigated. Error could lead to child or adult being left in a high risk environment, which could lead to further injury or loss of life. Intake is a crucial component in meeting the mandates of DCF policy. Failure to make appropriate assessments and documentation will lead to further risk to the children and adults. Incorrect policy application could result in major program failure, lawsuits and civil actions.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact in person, by telephone, or email with the general public, community leaders, community agencies, government officials, and agency employees, including administrative and supervisory staff.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves hazards, risks or discomforts typical of working with or around hostile or resistive persons. Secondary trauma may be experience from reviewing large volumes of situations in which an adult or child is believed to have been victimized. Potential risks associated with a typical office environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of telephone; copy machine; personal computer; fax machine and other general office equipment.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Experience investigating child and/or adult abuse and neglect with DCF.

Licenses, certificates and registrations

Kansas Social Work License by the Kansas Behavioral Sciences Regulatory Board.

Special knowledge, skills and abilities

The employee may be required to perform handling activities with lightweight or easily moved items including but not limited to, books, file folders, boxes of office supplies, small machine parts, perform repetitive motions for brief periods.

This employee must have the ability to communicate clearly in person, by phone and in writing. The employee must be able to travel and be away from their home for periods of time for work and when attending meetings. The employee is expected to have the ability to apply proper interviewing techniques, knowledge and application of ethical standards, principals, and practice of social work. The employee must be able to develop cooperative and satisfactory contacts with clients, collaterals, and other professionals.

Experience - length in years and kind
Experience investigating child and/or adult abuse and neglect with DCF.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

All employees are expected to comply with approved safety policies and procedures of PPS. All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial safety and health guidelines, including but not limited to, using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date